

Chisago Soil & Water Conservation District

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September 12, 2023 REGULAR BOARD MEETING MINUTES

The September Board meeting of the Chisago Soil and Water Conservation District was convened on September 11, 2023 at the North Branch Area Library, 6355 379th Street, North Branch, MN 55056. Chair Birkholz called the meeting to order at 8:00 AM.

ATTENDANCE

Supervisors present: Jim Birkholz, Rick Cedergren, Lance Petersen, David Tollberg and Justin Wilson
Staff: SWCD Administrator Craig Mell

SUPERVISORS OATH OF OFFICE

Chair Birkholz administered the oath of office to Supervisor Cedergren.

AGENDA

Motion by Tollberg and seconded by Wilson to approve the agenda as presented. Motion carried.

CONSENT AGENDA

Motion by Wilson and seconded by Cedergren to approve the Consent Agenda. Motion carried.

CORRESPONDENCE

No Board action taken at this time.

STAFF/SUPERVISOR REPORTS

Administrator Mell reviewed the SWCD activities of the past month. No Board action taken at this time.

COST SHARE PROGRAMS

Cost Share Request – CWF Soil Health Grant

Motion by Wilson and seconded by Petersen to approve the following two cost share request:

1) Contract #: CWF SH C 23-10

- Conservation Practice: 512 Pasture and Hayland Planting
- Total Acres: 25 acres
- Cost Share Requested: ~~\$1,500~~ \$3,750 FY22 LSC Soil Health Grant (C22-7318)
- Contract Expiration Date: December 31, 2025
- Technical Representative: Mary Jo Youngbauer, Chisago SWCD

2) Contract #: CWF SH C 23-11

- Conservation Practice: 329 Residue and Tillage Management No-Till
- Total Acres: 25 acres per year (3-year contract)
- Cost Share Requested: ~~\$3,750~~ \$1,500 FY22 LSC Soil Health Grant (C22-7318)
- Contract Expiration Date: December 31, 2025
- Technical Representative: Jacquelynn Olson, Chisago SWCD

Motion carried.

City of North Branch Rain Gardens

Motion by Tollberg and seconded by Wilson to authorize staff to work with the City of North Branch and the property owners where the rain gardens are located on a new financial assistance contract to rehabilitate the 8 rain gardens located on Oak St. and Riverside Ct. in North Branch. Motion carried.

OLD BUSINESS

No Board action taken at this time.

NEW BUSINESS

Lower St. Croix Watershed Partnership

Motion by Tollberg and seconded by Wilson to approve the project list recommended by the Lower St. Croix Watershed Partnership Steering Committee on August 24th and to authorize Administrator Mell to finalize and sign Master Grant Sub-Recipient Agreement Statement of Work(s) with the following Lower St. Croix Watershed Partnership member:

- a) Pine Soil and Water Conservation District
 1. Activity: 1 Structural Ag BMP Implementation
 2. Description of Project: Lucht Ag BMPs Implementation
 3. Grant Funds Requested: \$42,410
- b) Pine Soil and Water Conservation District
 1. Activity: 7 Technical/Engineering
 2. Description of Project: Lucht Ag BMPs Technical Assistance
 3. Grant Funds Requested: \$3,000

Motion carried.

BWSR Grant Agreements

Motion by Wilson and seconded by Cedergren to approve the MN Board of Water and Soil Resources FY24 & 25 grant agreements for the Chisago SWCDs Conservation Delivery Grant, Conservation Contracts Program Grant, and the Buffer Program Implementation Grant, and to designate District Administrator Mell as the District's Authorized Representative to sign all documents related to these grant agreements. Motion carried.

2022 Audit Report

Motion by Tollberg and seconded by Petersen to accept the 2022 Financial Audit Report completed by Peterson Companies LTD Certified Public Accountants. Motion carried.

Personnel Committee Recommendation

Motion by Wilson and seconded by Cedergren to approve the August 10, 2023 Personnel Committee's recommendations to:

1. Adopt the Chisago County Baker Tilly Classification and Compensation Study and establish grade assignments effective January 1, 2024 as follows: Administrative Assistant, grade 8; current Technical/Specialist staff, grade 14; and District Administrator, grade 19.
2. Adopt the Chisago County 2024 Master Wage Schedule for all SWCD employees effective January 1, 2024, and approve a one-step increase in pay effective January 1, 2024, for all SWCD staff who receive an overall positive annual review rating for 2023.
3. Establish the 2024 employee benefit package for all regular full- and part-time employees as follows:
 - o option #1: equal to the cost of the single premium for medical and dental insurance plus full contribution towards an employee's health savings account provided by Chisago County, an employee may use this benefit for insurance premiums or invested into the MSRS deferred compensation program or request a prorated amount of 90% of their balance as a cash option.

- option #2: cover 80% of the medical and dental insurance premium cost of the Single + Spouse or Single + Children insurance options provided by Chisago County.
4. Approve Administrator Mell to work with Casey Thiel to develop a plan of work for her to transition working at a 90% FTE rate, working on average four 9-hour days (36 hours) per week.

Motion carried.

COMMITTEE REPORTS

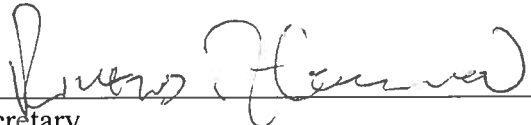
No Board action taken at this time.

UPCOMING BOARD MEETING

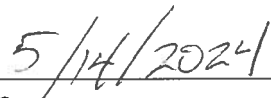
The next regular Board meeting is scheduled for Tuesday, October 10, 2023, at 8:00 AM at the North Branch Area Library.

ADJOURNMENT

Motion by Petersen and seconded by Wilson to adjourn the meeting at 9:25 AM.



Secretary



Date

